

EMERGENCY RESPONSE PLAN

OCONOMOWOC AREA SCHOOL DISTRICT

“NAME OF SCHOOL”

Blue	=	Handled within the school
Yellow	=	911 or handled within the school, based on severity
Red	=	911 called as a rule

CODE WORDS

To be used on PA to notify Staff of an emergency.

Medical Alert, Medical Alert – Emergency Response Team should report to area designated.

Code Red, Code Red – Emergency. Give directions, i.e., hold students, lock classrooms, etc.

All Clear, All Clear -- Will be stated **2 times** when the emergency has ended.

The Board of Education of the Oconomowoc Area School District is committed to a policy of non-discrimination in employment and in implementation of instructional program. The Board accepts its responsibility to develop, implement, and monitor procedures such that no discrimination can take place on the basis of sex, race, color, religion, age, handicap, or national origin in its curricular and instructional programming and employment practices.

MISSION STATEMENT AND LEGEND

This book has been designed as a standardized Emergency Response Plan for all the schools in the Oconomowoc Area School District. Safety and the maintenance of the educational process are the foremost goals.

The categories are broken down and color-coded in terms of severity and the manner in which these incidents would be dealt with.

- Blue = Handled within the school
- Yellow = 911 or handled within the school, based on severity
- Red = 911 called as a rule

During times of emergency, it is important to provide prompt and accurate information to students, staff, parents and media. The principal of each school will provide information to the District Office and a spokesperson will be designated to release information to the media.

Access to sites by the public and media should be restricted. Persons answering phones should be given explicit instructions on what statements to make.

ALCOHOL AND OTHER DRUGS

Instructor / Staff Procedures

1. If a teacher suspects that a student is under the influence or in possession of a controlled substance, notify the building Administrator immediately. Follow up with written documentation.
2. If a teacher/administrator has knowledge of possible AODA issues they should submit a referral to _____.

School Administrative Procedures

1. Assess seriousness of the incident and determine the level of assistance needed (i.e. police, counselor).
2. Identify parties involved.
3. Isolate parties involved for interview and investigation.
4. Notify parents.
5. Determine disciplinary consequences.
6. Determine what intervention / follow-up is necessary.
7. Document incident / secure witness statement(s) if appropriate.

HARRASSMENT / DISCRIMINATION

Verbal Threats, Threatening Behavior, Hazing, Intimidation,
Gang Behavior and Discrimination

Instructor / Staff Procedures

1. Assess the seriousness of the situation and determine the level of assistance needed.
2. Identify the parties involved and give specific verbal direction to diffuse the situation.
3. Document the incident immediately / ASAP and give the report to the principal.

School Administrative Procedures

1. Assess seriousness of the incident.
2. Identify parties involved.
3. Seek written documentation from witnesses.
4. Determine disciplinary consequences.
5. Determine what intervention / follow-up is necessary, (i.e. counselor, psychologist, etc.).
6. Notify parents / legal guardian / appropriate personnel.
7. Complete report of description and resolution of incident; send copy to Director of Student Services.

MISSING CHILD

Instructor / Staff Procedures

1. After a student who has been present during school hours is deemed missing, contact main office.
2. If student returns, notify main office.

School Administrative Procedures

1. Seek information from staff and students to determine if the student is missing.
2. Search campus for missing student.
3. Announce missing student's name over the PA system, ""Student's name" please report to the principal's office.
4. Phone missing student's parent or legal guardian
5. Involve police as early as deemed appropriate.

HARRASSMENT/DISCRIMINATION	MISSING CHILD
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UTILITY FAILURE / LOSS OF ELECTRICITY

Instructor / Staff Procedures

1. Instructors conducting class remain in classroom until further instructions.
2. Instructors without classes and other staff report to main office for instructions.
3. If during lunch, all instructors and other staff assist in supervision of area.

Custodial Procedures

1. Determine extent of loss of electricity.
2. Phone and assist utility company in restoration of electricity.

School Administrative Procedures

1. Contact custodian regarding electric outage.
2. Ensure utility company has been contacted.
3. Contact District Office, Buildings and Grounds

VANDALISM

Instructor / Staff Procedures

1. Assess the seriousness of the situation and determine the level of assistance needed.
2. Identify the parties involved.
3. Document the incident immediately / ASAP and give the report to the principal.

School Administrative Procedures

1. Assess seriousness of the incident, determine level of assistance needed and protect evidence / take pictures.
2. Contact District Office, Buildings and Grounds.
3. Identify parties involved if possible.
4. Seek written documentation from witnesses.
5. Determine disciplinary consequences and what follow-up is needed, (i.e. police or in-house).
6. Notify parents / legal guardians.
7. File incident report; submit copy to Superintendent / District Office.
8. Determine monetary reward / restitution issues.

ACCIDENTS

Instructor / Staff Procedures

1. Evaluate the accident scene.
2. If scene is safe, proceed to victim and utilize bloodborne pathogens procedure.
3. Call 911 or send responsible student/additional staff for help to nearest teacher, associate principal, or principal.
4. Stabilize victim in position found until emergency medical personnel arrive.
5. Notify building administrative office.
6. Initiate emergency response plan by sending the following message over the PA system, "Medical Alert, Medical Alert, please report to room (area) immediately."
7. File accident report with Health Assistant or designee.

Nurse or Health Assistant Procedures

1. Assess the severity of the injury.
2. Ensure 911 has been called.
3. Page School District Nurse.
4. Stabilize victim in position found until emergency medical personnel arrive.
5. Assist emergency medical personnel by clearing away bystanders.

School Administrative Procedures

1. Report to the scene to ensure crisis team has responded.
2. Ensure School District Nurse has been paged.
3. Notify parent, legal guardian or person listed on employee card.

DEATH

Instructor / Staff Procedures

1. Assess situation.
2. Send responsible party to office to call 911.
3. Secure area, remove and isolate witnesses with a responsible staff member.
4. Initiate emergency response plan by sending the following message over the PA system, "Code Red, Code Red (give instructions)."
5. Return to classrooms/work areas after the "All Clear, All Clear" has been announced.
6. Document incident ASAP for administration.

Student Services

1. Document any observation regarding the death and the immediate area.
2. Identify students/staff who may need counseling.
3. Initiate crisis response team; provide follow-up support services for students and staff.

School Administrative Procedures

1. Ensure 911 has been called.
2. Secure scene and protect evidence, cooperate and facilitate investigations by the proper authorities.
3. Notify Student Services Staff.
4. Notify District Office.
5. Coordinate support services with District Student Services Staff.
6. File incident report; send copy to District Office.
7. **District Administrative Staff** will communicate with news media.

ACCIDENTS

DEATH

BOMB THREAT

Recipient / Instructor / Staff Procedures

1. Engage caller and write down exact statements, if possible record conversation. Try to engage assistance while on the phone. Do not interrupt the caller except to ask the following questions:
 - a) When is the bomb going to explode? _____
 - b) Where is the bomb? _____
 - c) What does it look like? _____
 - d) What kind of bomb is it? _____
 - e) What will cause it to explode? _____
 - f) Why are you doing this? _____
 - g) Who are you? _____
 - h) Where are you calling from? _____
2. Leave the phone off the hook; after caller hangs up, police will activate **Star (*) 69**.
3. Assess urgency and notify Administration.
4. Origin of call (if known):
☐ Local ☐ Distance ☐ Phone Booth ☐ Internal
☐ Cellular
Description of caller's voice ☐ Male ☐ Female
Estimate of age (young, middle age, old) Race _____
Accent: _____ Tone of Voice _____
Other voice characteristics: _____
Did the caller seem familiar with the facility? _____
Was there any background noise? _____
Other comments or remarks: _____

BOMB THREAT

School Administrative Procedures

1. Call 911 to relay that a bomb threat has been received.
2. Contact Superintendent / District Office.
3. It is the mutual responsibility of the **principal** of the building, the **Police Department**, and the **Fire Department** to immediately inform each other of such Bomb / Threat calls and to discuss the information recorded on the call so that a determination concerning the seriousness of the call can be made. This will determine whether or not the building will be evacuated.
4. If it is determined that evacuation is necessary, follow specific site evacuation plan.
5. If the building is not to be evacuated:
 - a) The building administration and the custodial staff will search out the general areas of the building for the possible location of any foreign object.
 - b) After a careful search of the building, if no bomb or foreign objects are found, school will continue as usual. In the event any such objects are discovered, immediate plans for evacuation would go into effect.
6. File incident report with District Superintendent.
7. Follow state statute for legal consequences.

BOMB THREAT

BOMB THREAT

CHEMICAL SPILL

Instructor / Staff Procedures

1. Evaluate level of hazardous exposure.
2. Avoid direct contact with chemical.
3. If chemical has contacted skin or eyes, flush for at least 15 minutes.
4. Contact main office.
5. Locate Material Safety Data Sheet (MSDS).
6. Do not attempt to clean up spilled chemical without reviewing MSDS and obtaining proper protective equipment.
7. Keep students and staff away from area.

Custodial Procedures

1. If chemical hazards have been identified through the label and/or MSDS, proceed with clean-up.
2. Keep students and staff away from spill.
3. Only attempt clean-up if proper protective equipment is available.
4. If spill is too large to handle, contact main office.

School Administrative Procedures

1. If spill is too large for staff to adequately handle, call 911 for Hazardous Materials Spill Team.
2. If students or staff are injured, send copy of chemical's MSDS along with victim to the hospital.
3. If chemical spill is severe, initiate building evacuation.
4. Contact District Office.
5. File incident report; send copy to District Office.

HAZARDOUS MATERIAL RELEASE

Instructor / Staff Procedures

1. Evaluate level of hazardous exposure.
2. Avoid direct or indirect contact with released material; wind may be a factor.
3. Contact main office.
4. Keep students and staff away from area.

School Administrative Procedures

1. Call 911 for fire department.
2. Evacuate or proceed to shelter area based upon Fire Department evaluation.
3. Contact District Office.
4. File incident report; send copy to District Office.

CHEMICAL SPILL	HAZARDOUS MATERIAL RELEASE
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DEMONSTRATIONS LARGE GROUP ALTERCATIONS

Instructor / Staff Procedures

1. Assess the seriousness of the incident; determine and secure nearest available assistance.
2. Take control; give specific verbal directions to diffuse the situation.
3. Send responsible parties to contact the main office. STAY ON THE SCENE.

School Administrative Procedures

1. Assess the seriousness of the situation; determine measures to secure the area. If necessary, contact 911 for police.
2. Monitor situation and try to diffuse potential violent actions.
3. Identify participating parties.
4. Cooperate with police in dispersing group.
5. If medical needs exist, follow Emergency Response Procedure for Medical Emergency.
6. Contact District Office.
7. Determine what intervention and follow-up is necessary.
8. Notify parents or legal guardians of participants.
9. Document incident and file report, send copy to Superintendent and Director of Student Services.

FIGHTS

Instructor / Staff Procedures

1. Assess seriousness of situation; determine need and secure nearest available assistance.
2. STAY ON SCENE, take control and give specific directions to stop.
3. Send responsible parties to contact main office.
4. Document incident ASAP and get report to Building Administrator.

School Administrative Procedures

1. Assess seriousness of the incident and determine the level of assistance needed (i.e. police, counselor).
2. Identify parties involved.
3. Determine medical assistance needed and involve Health Room assistance.
4. If blood is involved, utilize Bloodborne Pathogens procedures and notify School District Nurse.
5. Determine disciplinary consequences.
6. Notify parents or legal guardian.
7. Determine intervention and follow-up as necessary.
8. Document incident and file report (i.e. for police, student file, etc.).

DEMONSTRATIONS	FIGHTS
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THREATENING PERSON *INSIDE* BUILDING

Instructor / Staff Procedures

1. Report threatening person to main office, give description, location, and describe the activity the threatening person is involved in.
2. Keep classroom/students secure.
3. Once classroom is secure, assess threat; determine degree of immediate intervention.

School Administrative Procedures

1. Determine level of response.
2. During threatening situation, announce "Code Red, Code Red (give instructions)" over the PA system.
3. Call 911 for police; direct to specific entrance of building if possible.
4. Locate threatening person and assess situation.
5. Administrator will meet police and direct them to location.
6. Announce "All Clear, All Clear" when situation is controlled.
7. Notify District Office.
8. File incident report and send copy to District Office.

THREATENING PERSON *OUTSIDE* BUILDING

Instructor / Staff Procedures

1. Determine degree of threat, send responsible party to main office, and give description and location of threatening person.
2. Assess measures for student safety. Take control and give direction (i.e. enter building, move to alternate location, take cover, hit the deck).
3. Move students into building as soon as safely possible.
4. Remain in rooms until "All Clear, All Clear" has been announced.

School Administrative Procedures

1. Determine level of response.
2. During severe situation, announce "Code Red, Code Red (give instructions)" over the PA system.
3. Call 911 for police.
4. Meet police and assist, give description and last location of threatening person.
5. Announce "All Clear, All Clear" when situation is controlled.
6. Notify District Office.
7. File incident report and send copy to District Office.

THREATENING PERSON INSIDE	THREATENING PERSON OUTSIDE
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SUICIDE – VERBAL / WRITTEN THREAT

Instructor / Student Services Staff Procedures

- Take all threats seriously and report.
- Assess seriousness of crisis level.

Level A: Minimum threat (rumor or hearsay)

1. Immediate interview by member of Student Services Staff.
2. Consult with another member of Student Services for decision making support.
3. Contact parent/guardian to discuss impressions, recommendations, and referral source.
4. Document incident ASAP for building administrator.

Level B: Moderate threat (person is in need of psychological consultation within a reasonable amount of time)

1. Immediate interview by member of Student Services Staff.
2. Consult with another member of Student Services for decision making support.
3. Contact parent/guardian to discuss impressions, recommendations, and referral source. Determine if police contact is necessary.
4. Work with parent/guardian to ensure arrangements for appropriate care.
5. Secure parent/guardian permission to share information with treatment provider to further assist student.
6. Notify referral source to ensure that follow through has taken place.
7. Document incident ASAP for building administrator.

SUICIDE – VERBAL / WRITTEN THREAT (Continued)

Level C: Immediate threat (person in immediate danger of injuring self)

1. Do not leave person unattended, access support team.
2. Immediate interview by member of Student Services.
3. Contact parent/guardian and police.
4. Request immediate conference with parent/guardian.
5. Support parent/guardian in decision making and/or documentation of counseling plan.
6. Secure parent/guardian permission to share information with treatment provider to further assist student.
7. Notify referral source to ensure that follow through has taken place.
8. Document incident ASAP for building administrator.

School Administrative Procedures

1. Contact District Student Services Office.
2. Participate in parent/guardian conference and follow-up if necessary.
3. File incident report; send copy to District Office.

SUICIDE THREAT	SUICIDE THREAT
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EXPLOSION

Instructor / Staff Procedures

1. Activate fire alarm.
2. Follow fire drill procedures.
3. Close door and turn off lights when leaving room.
4. Reassemble students at predetermined area and take roll.
5. Report any missing students.
6. Await further instructions from main office.
7. Reoccupy building when given "All Clear, All Clear."

School Administrative Procedures

1. Signal evacuation of building by sounding alarm.
2. Call 911 and give specific location if known.
3. Assist in evacuation of building.
4. Contact District Office.
5. Assist in location of missing students / staff.
6. If students will be dismissed, request transportation for moving students and staff to secondary shelter provision as specified by site plan.
Establish check-out area, with normal release procedures followed.
7. Signal "All Clear, All Clear" when appropriate
8. File incident report; send copy to District Office.

FIRE

Instructor / Staff Procedures

1. Activate fire alarm.
2. Follow fire drill procedures.
3. If safe, use fire extinguisher.
4. Notify main office of location.
5. Close door and turn off lights when leaving room.
6. Reassemble students at predetermined area and take roll.
7. Report any missing students.
8. Await further instruction from main office.
9. Reoccupy building when given "All Clear, All Clear."

School Administrative Procedures

1. Signal evacuation of building by sounding alarm.
2. Call 911 and give specific location if known.
3. Assist in evacuation of building.
4. If fire is extinguished, advise fire department.
5. Contact District Office.
6. Assist in location of missing students / staff.
7. If students will be dismissed, request transportation for moving students and staff to secondary shelter provision as specified by site plan.
Establish check-out area with normal release procedures followed.
8. Signal "All Clear, All Clear" when appropriate.
9. File incident report; send copy to District Office.
10. Notify custodial staff to recharge/replace fire extinguishers.

EXPLOSION	FIRE
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FLOODING IN BUILDING

Instructor / Staff Procedures

1. Be prepared to evacuate area when given instructions.
2. Keep everyone away from flooding water and/or flooded areas.

School Administrative Procedures

1. Monitor situation.
2. Contact District Office Buildings and Grounds.
3. Evaluate the situation.
4. Secure the area.
5. Announce "All Clear, All Clear" when appropriate.

FLOODING

Flash Flood Watch means that heavy rains occurring or expected to occur may cause flash flooding in certain areas and you should be alert to the possibility of a flood emergency which will require immediate action.

Instructor / Staff Procedures

1. Be prepared to evacuate area when given instructions.

School Administrative Procedures

1. Monitor situation

Flash Flood Warning means that flash flooding is occurring or imminent on certain streams or designated areas and those threatened should take immediate precautions.

Instructor / Staff Procedures

1. If given instruction, evacuate to safe areas.
2. Keep everyone away from flooding water and/or flooded areas.

School Administrative Procedures

1. Announce evacuation over the PA system
2. Contact District Office.
3. Monitor weather in case of further flooding.
4. When emergency is over, announce "All Clear, All Clear" and if possible, reoccupy building.

FLOODING IN BUILDING	FLASH FLOODING
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GAS LEAK

Instructor / Staff Procedures

1. Evacuate area.
2. Use fire drill evacuation procedures; pull fire alarm in an area that is away from the suspected gas leak.
3. Notify building administrator.
4. If gas shut-off is located in the room, turn it off.
5. Do not operate any electrical switches.

School Administrative Procedures

1. Contact Custodian.
2. Notify building staff of evacuation via the PA system; if PA system is inoperable, follow alternate door-to-door procedure.
3. Call 911 for emergency personnel.
4. Notify the Gas Company.
5. Contact District Office.
6. Reoccupy building only when cleared by authorities.
7. File incident report; send copy to District Office.

Custodial Procedures

1. Do not operate any electrical switches.
2. Ventilate area via opening windows/doors.
3. Shut off main gas lines.
4. Assist Gas company in location of leak.
5. Keep building administrator advised of situation.

KIDNAPPING

Instructor / Staff Procedures

1. If a student (who has been present during school hours) is deemed missing, contact main office.
2. If student returns, notify main office.

School Administrative Procedures

1. Seek information from staff and students to determine when the student was last seen.
2. Search school and grounds for missing student.
3. Announce missing student's name over the PA system, "*Student's name*, please report to the principal's office."
4. Contact police
5. Phone missing student's parent or legal guardian and advise them the police have been notified.
6. When police arrive at school, advise them of all known facts relating to the missing student.
7. If student is located, contact parent or legal guardian and police.

GAS LEAK	KIDNAPPING
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MEDICAL EMERGENCY

Instructor / Staff Procedures

1. Evaluate the accident scene.
2. If scene is safe, proceed to victim and assess the severity of injury.
3. Call 911 or send responsible student / additional staff for help to nearest teacher, associate principal, or principal.
4. Stabilize victim and administer first aid / CPR if trained to do so.
5. Assist emergency personnel by clearing away bystanders.
6. File incident report; send copy to District Office.

School Administrative Procedures

1. Activate "Medical Alert, Medical Alert."
2. Confirm that 911 has been called.
3. Report to the scene.
4. Page School District Nurse.
5. Notify parent/legal guardian or person listed on emergency card.
6. File incident report; send copy to District Office.

SEXUAL ASSAULT

Instructor / Staff Procedures

1. Assess nature of incident to determine level of response.
2. Contact Building Administrator and Student Services.
3. Stay with victim until building administrative staff arrive.

School Administrative Procedures

1. Call 911 for police and ambulance if necessary.
2. Contact nurse or health assistance to provide first aid.
3. Provide support in a private area for the victim with an adult.
4. Secure scene / evidence.
5. If victim is a student, contact parent/ legal guardian.
6. Assist police investigation as needed.
7. Contact District Office.
8. File incident report; send copy to District Office.

MEDICAL EMERGENCY	SEXUAL ASSAULT
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SHOOTINGS

Instructor / Staff Procedures

1. When shots are heard, tell students and other staff to take cover.
2. Identify source and location.
3. Implement measures for student safety. Take control and give direction.
4. Call 911.
5. Notify main office and request "Code Red, Code Red."
6. Be alert.
7. Check for any injuries and/or missing students.
8. Keep everyone in safe location until "All Clear, All Clear" has been announced.

School Administrative Procedures

1. Confirm that 911 for police and/or emergency personnel have been called.
2. Institute lock-down by announcing "Code Red, Code Red (give instructions)" over the PA system.
3. Cooperate and facilitate investigations by the proper authorities.
4. Determine what intervention and follow-up is necessary.
5. Notify the District Office.
6. Follow site plan for responding to parents / legal guardians, news media and community.
7. Document incident and file report (i.e. for police and District Office).

WEAPONS ON PREMISES

Instructor / Staff Procedures

1. Assess the seriousness of the situation; determine level of assistance needed. Notify the office and if necessary, call 911.
2. Attempt to diffuse potential violent actions.
3. If the person is uncooperative, determine the level of response which may include:
 - Isolate
 - Separate
 - Evacuate the area/room
 - Lock-down
4. Contact the main office.
5. Document and file incident report.

School Administrative Procedures

1. Announce "Code Red, Code Red (give instructions)" over the PA.
2. Confirm that 911 has been called. Give specific entrance to building if possible.
3. Proceed to the scene.
4. Assign someone to meet police to give location.
5. Announce "All Clear, All Clear" when situation is under control.
6. Determine disciplinary consequences.
7. Notify parent/legal guardian.
8. Document and file incident report (police, student file).

SHOOTINGS

WEAPONS ON PREMISES

TORNADO

Tornado warning means a funnel cloud has been sighted. Take cover.

When warning occurs:

- Warning will come over the Early Warning Weather Alert Radio
- Announce the warning over the PA
- Evacuate

Instructor / Staff Procedures

1. Proceed to shelter area designated by chart posted in classroom.
2. Assume ready position, sitting, and knees up, hands around knees.
3. Assume alert position, bring head to knees and hands behind head.
4. Maintain position until "All Clear, All Clear" is announced over the PA system.

School Administrative Procedures

1. Announce tornado warning over the PA system, requesting an orderly and quiet manner.
2. If PA system is inoperable, follow alternate door-to-door procedure.
3. Ensure students / staff have relocated to designated shelter areas.

POST TORNADO PROCEDURES

Instructor / Staff Procedures

1. Check students / take roll.
2. Identify missing or injured students.
3. Restore calm.
4. Assess students or staff injuries, call for assistance (additional staff, nurse, health assistant).
5. Monitor students until further instructions.

School Administrative Procedures

1. When emergency situation is over, announce "All Clear, All Clear" over the PA system.
2. Contact 911 for medical response.
3. If building has been damaged, evacuate area cautiously.
4. Request transportation, if necessary, for moving students and staff to secondary shelter provision as specified by building's Crisis Site Plan.
5. Continue to monitor weather conditions.
6. Contact District Office.
7. File incident report, send copy to District Office.

WEATHER/TORNADO	WEATHER/POST TORNADO
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EMERGENCY PHONE NUMBERS

	Emergency	Non-Emergency
Police	911	
Fire	911	
Hazardous Material Spill	911	
Ambulance	911	
Hospital (Emergency Room)		414-569-9119
Utilities :		
	Wisconsin Electric	800-662-4797
	Wisconsin Gas	800-236-9874
	Oconomowoc Utilities	414-567-3239
	After 5:00 p.m.	414-567-4401
Emergency Government:		
	Waukesha Country	414-548-7580
	Jefferson County	920-674-7260
	Dodge County	920-386-3726

DISTRICT CRISIS RESPONDERS

Superintendent	414-567-6632, ext. 211
Student Services	414-567-6632, ext. 241
Buildings and Grounds	414-567-6632, ext. 275
District Nurse	414-567-6632, ext. 236
Business	414-567-6632, ext. 202
Oconomowoc Transportation	414-567-0234
Food Service	

OCONOMOWOC SCHOOLS

Ashippun Elementary	920-474-4461
Greenland Elementary	414-567-1674
Ixonia Elementary	414-567-1646
Meadow View Elementary	414-567-6632, ext. 250
Okauchee Elementary	414-567-1665
Park Lawn Elementary	414-567-1659
Summit Elementary	414-567-1651
Middle School	414-567-1617
High School	414-567-1500

EMERGENCY PHONE NUMBERS

EMERGENCY PHONE NUMBERS